



Child Care Center Checklist

INSPECTION TYPE

VISIT DATE

I. PROVIDER INFORMATION

PROVIDER NAME		PROVIDER ID	ISSUE DATE	
DOING BUSINESS AS		ANNIVERSARY DATE	EXPIRATION DATE	
FACILITY TYPE	TELEPHONE NUMBER	EMAIL ADDRESS		
FACILITY ADDRESS		CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON		CAPACITY	LICENSING TYPE	
LICENSE STATUS	REFERRAL STATUS	AGE RANGE From: To:		

II. WORKER ASSIGNMENT

LICENSOR	EMAIL ADDRESS	TELEPHONE NUMBER
LICENSING SUPERVISOR	EMAIL ADDRESS	TELEPHONE NUMBER

III. HOURS OF OPERATION

<p>DAYS OF OPERATION</p> <p><input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun</p>	<p>HOURS OF OPERATION</p> <p> a.m. through p.m.</p>
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Topics

1. Licensing	WAC 110-300A-0040 through 0080 and WAC 110-300-0400
Proof of Liability Insurance	RCW 43.216.700
2. Staffing	WAC 110-300A-1010 through 1120
Staffing Table	WAC 110-300A-1060; 1070; 3170; 5030 and 7050
3. Program	WAC 110-300A-2010 through 2130
Child Passenger Restraint Requirements	RCW 46.61.687
4. Health and Nutrition	WAC 110-300A-3010 through 3230
5. Care of Young Children	WAC 110-300A-4010 through 4140 and WAC 110-300-0291
6. Safety and Environment	WAC 110-300A-5010 through 5170 and WAC 110-300-0148, 0235, 0410
Window Blind Cords	RCW 43.216.380
7. Agency Practices	WAC 110-300A-6010 through 6060
Immediate Reporting of Child Abuse or Neglect	RCW 26.44.030
8. Records, Reporting and Posting	WAC 110-300-0465 and WAC 110-300A-7010 through 7080
9. Summary, Comments and Recommendations	
10. Signatures	
Policies and Plans	
1. Parent Communication	WAC 110-300A-2080
2. Health policies and procedures	WAC 110-300A-3010
3. Disaster Plan	WAC 110-300A-5030
4. Written Personnel Policy	WAC 110-300A-7050 (5)

1. Licensing			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
0040	Outside Agencies	DCYF notification letter to local planning office; Date:	
		Certificate of Occupancy; Date:	
		Fire Marshall or designee approval; Date:	
		Local ordinances addressed; Date:	
0050	Exception to Licensing Requirements	License has exception(s); Expiration Date:	
0080	Capacity Determination	Minimum 35 square feet per child of usable space; and minimum 50 square feet per infant or child using a crib	
110-300-0400	DCYF Licensing	Attended licensing orientation; Applicant Date: Director Date: Program Supervisor Date:	
		Completed, submitted initial application on file; Fees paid date:	
		Documentation of completed background checks for all staff and volunteers (WAC 110-06)	
		Completed visual comparison of the owner and the original photo identification	
Day Care Insurance RCW 43.216.700			
RCW	Day Care Insurance	Proof of Insurance	

2. Staffing			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
1010	Center Director Qualifications	Center director meets requirements/qualification	
1020	Program Supervisor Qualifications	Program supervisor meets requirements/qualifications	
1030	Lead Teacher Qualifications	Lead teacher meets requirements/qualifications	
1040	Assistant Qualifications	Assistants/trainees meet requirements /qualifications	
1050	Volunteer	Volunteers meet requirements/qualifications	
1080	Orientation	All employees and volunteers have been oriented	
1090	Ongoing Training	All staff have regular ongoing training; including infant safe sleep practices if applicable	
1100	First Aid/CPR	First Aid/CPR requirements met	
1110	HIV/AIDS/Blood Borne Pathogen	HIV/AIDS/blood borne pathogen requirements met	
1120	Tuberculosis (TB) for Staff	TB testing requirements met for all staff and volunteers	

Staff Records										
Staff Name	App	Background Check	TB Test	Program Orientation	Disaster Plan	HIV/AIDS/BBP Training	CPR Card	First Aid	STARS Training	
									Basic	10 hrs
WAC Citation	7050 (1) (a)	7050 0060 (3)	7050 (6)(e)	7050 (6)(d)(i)	5030 (6)(a)	7050 (6)(d)(iii)	7050 (6)(d)(iv)	7050 (6)(d)(iv)	7050 1060	7050 1070
Compliance Code										
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired _____	Date Expired _____	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired _____	Date Expired _____	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired _____	Date Expired _____	<input type="checkbox"/>	<input type="checkbox"/>

Children's Records										
Child's Information	Enrollment Application	Health History	Individual Health Plan	Medical Consent	Medication Authorization	Medication Dispensed	Physical Exam Date	Health Care Providers	Immunizations	Parent Communication
WAC Citation	7010 (1)(a)	7010 (1)(d)	7010 (1)(e)	7010 (1)(f)	7010 (1)(h)	7010 (1)(j)	7010 (3)(a)	7010 (3) (f) (g)	7010 (4)(a)	2080
Compliance Code										
Child #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Program		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
2010	Play Materials, Equipment and Materials	Children have adequate supply of accessible, culturally relevant, age-appropriate learning materials
		Children have a current daily schedule of activities and lesson plans that are developed to meet the children's developmental, cultural, and individual needs
		Include at least one (1) activity daily for each of the following:
		▪ Child-initiated activity (free play)
		▪ Staff-initiated activity (organized play)
		▪ Individual choices for play
		▪ Creative expression
		▪ Group activity
		▪ Quiet activity
		▪ Active activity
		▪ Large- and small-muscle activities
▪ Indoor and outdoor play		
▪ Plan for smooth transitions by establishing familiar routines and using transitions as a learning experience		
▪ Afford staff classroom planning time		
2020	Child Time at Center	Children in care 10 hours or less
2030	Staff Interaction with Children	Interactions between the staff and children are nurturing, respectful, supportive, and responsive
2040	Behavior Management	Behavior management and guidance practices are fair, reasonable, consistent and related to the child's behavior needs and stage of development
		Prevent and prohibit corporal punishment, verbal abuse, use of inappropriate physical restraints; or, the using or withholding of food or liquids as punishment
		Any physical restraint method must be documented in an incident report, placed in the child's individual record and a copy given to the parent

3. Program (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
2050	Rest Periods	Supervised rest periods are offered to the child who is 5 years or younger and in care for more than 6 hours, or shows a need for rest	
		Allow children 29 months of age and younger to follow an individual sleep schedule	
		Plan quiet activities for children not needing rest	
2060	Night Care	Evening/nighttime care meets physical and emotional needs of child	
		Staff ratio maintained	
		Staff in charge meets lead teacher requirements	
2070	Offsite Trips	Prior written parental consent is obtained for all off-site trips	
		Driver must have a valid Washington State driver's license	
		Owner or driver must have liability and medical insurance	
		Vehicle has current license and registration; is maintained in good repair and in safe operating condition	
		First aid kit and required safety equipment available	
		Meets the child passenger restraint system requirements in RCW 46.61.687 for each child	
		Staff-to-child ratio maintained for the youngest child in the group	
		Children must not be left unattended in vehicle	
2080	Parent Communication (written)	Enrollment/admission	
		Fee and any payment plan(s)	
		Activity schedule/hours of operation	
		Meals and snacks served	
		Permission for free access	
		Sign-in/sign-out requirements	
		Child abuse reporting requirements	
		Behavior management/discipline	
		Non-discrimination policy	
		Religious and cultural activities, if any	
		Transportation and field trips	
		Practices concerning an ill child	
		Medication management	
		Medical emergencies	
		Disaster preparedness plans	
2090	Child Ratio/Group Size	Infant and toddler care – Diaper, toilet training and feeding	
		Ensure children are within continual visual and auditory range	
		Maintain required staff-to-child ratios indoors, outdoors, on field trips and during rest periods	
		Conduct group activities within the group size according to the age of the children	

Staff Ratio and Group Size						
Room/Group Name	Age of Children	Max Ratio	Max Group Size	Number of Staff	Number of Children	Remarks
	One month through 11 months	1:4	8			
	12 months through 29 months	1:7	14			
	30 months through 6 years	1:10	20			
	5 years through 12 years	1:15	30			

3. Program (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
2110	Children and Food Preparation	Ensure children are not in the kitchen except during supervised activities	
		Children supervised during food preparation activities	
		Kitchen safe for children	
2120	Infant and Toddler Program	Encourage them to handle and manipulate a variety of objects	
		Safe environment for climbing, moving, and exploring	
		Provide materials and opportunities for large muscle development	
		Provide materials for opportunities for small muscle development	
		Read and talk to infants daily	
		Daily indoor opportunities for freedom of movement outside of their cribs	
		Place them on their tummy part of the time when they are awake	
		Not left in car seats once infants enter the center	
		Not left in playpens for extended periods of time	
		Talk to and interact with each infant and toddler to encourage language development	
		Hold and cuddle infants and toddlers	
		Respond to and investigate cries or other signs of distress immediately	
		You must provide toys, objects and other play materials that are cleanable, nontoxic and cannot cause a choking hazard	
You must not use baby walkers			

3. Program (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
2130	Outdoor Play Area	A safe outdoor or equivalent play area is provided	
		Square footage of play area: Minimum 75 useable square feet per child	
		Outdoor or equivalent play area used daily	
		A variety of age appropriate outdoor play equipment is provided: <ul style="list-style-type: none"> ▪ Climbing ▪ Pulling ▪ Pushing ▪ Riding ▪ Balancing 	
		Equipment and ground cover arranged to prevent child injury	
		Maintenance of playground equipment to prevent child injury	
4. Health and Nutrition			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
3010	Health Policies and Procedures	Written in a clear and easily understood manner	
		Shared with all new staff during orientation	
		Reviewed, signed and dated by RN, PA or MD at least every three years Name: _____ Date: _____	
		Cleaning and sanitizing procedures	
		Prevent, manage and report contagious diseases	
		Handle minor injuries	
		Provide first aid	
		Screen children daily for illnesses	
		Notify parents of exposures to infectious diseases and parasites	
		Handle minor illnesses	
		Handle major injuries and medical emergencies	
		Medication management	
		Assist with hand-washing and general hygiene	
		Food handling	
		Provide nutritious meals and snacks	
		Disaster response	
		Care of children with special needs	
		Care for infants and obtain nurse consultation, if applicable	
		Follow infant safe sleep practices	
		Exclusion/readmission of ill children	
110-300-0400	Written plan to prevent exposure to blood and body fluids		
3020	Hand-Washing Procedures for Staff	Warm water and soap present	
		Hands washed at required times	

4. Health and Nutrition (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
3030	Ill child or staff member	Children screened daily for signs of illness	
		Follow exclusion policy	
		Illness/injury documentation with written parent notification	
		Written parent notification of infectious disease or parasite	
		Mandated disease reporter to the health department	
3040	Hand-washing Procedures for Children	Warm water and soap present	
		Hands washed at required times	
3050	Medication	Make reasonable accommodation for child with ADA condition and give medication	
3060	Consent and Medication Management	Written consent from parent	
		Written directions from a health care provider with prescriptive authority, if applicable	
3070	Medication	Original container/labeling requirements met	
		Medication stored inaccessible to children	
		Internal and external medication stored separately	
		Medication stored according to specific manufacturers or pharmacists directions	
		All controlled substances in locked container	
3080	Bulk Medications	Written consent from parent	
		Use no longer than 6 months	
		Notify parents of product name, active ingredients and SPF in sunscreen	
		Apply ointments in manner to prevent contaminating the bulk container	
3090	Leftover Medications	Return to parents or dispose by flushing	
3100	Self Administering of Medications	Written consent from parent/health care provider with prescriptive authority	
		Staff observations/documentations	
3110	Medication Equipment	Measuring device is specific for liquid medication	
3120	Medication Documentation	Maintain confidential written record to include: child's name, date, time, type and amount of medication	
		Record validated by staff	
		Provide written explanation why medication that should have been given was not given	
3130	Medication Administration	Only staff with documented orientation to center's medication policies and procedures may administer medication	
		Parents must provide instruction on specialized medication administration procedures or observations before staff may administer medications	
3140	Milk	Only pasteurized milk/milk products can be served	
		Nondairy milk substitutes served only with written permission of child's parent for children over the age of 12 months.	
		Minimum fat content is determined by child's age	
3150	Meals and Snacks	Servings and timing requirements are based on hours open and the hours the child is in care	
3160	Food and Menus	Prepare, date and post menus	
		Meals and snacks served meet nutritional requirements	
		Food allergy/special menu requirements addressed	

4. Health and Nutrition (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
3170	Food Service Standards	At least one person with a Washington State food handler's permit to monitor food handling and service
		Staff cooking full meals must have a food handler's permit
3180	Food Sources	Prepare or serve food from an approved source
3190	Food Safety	Staff must follow the preparation, cooking and serving guidelines in the current edition of the WA State DOH food workers manual
		A system to monitor the temperature of perishable food received from a satellite kitchen or catering service
		Leftover food or open food is labeled and dated
3200	Food Storage	Original or labeled containers are stored off the floor
		Dry bulk foods not in original containers must be labeled and dated; containers stored off the floor
		Food stored in a sanitary manner
		Freshness/manufacturer's expiration date checked
3210	Safe Thawing	Foods safely thawed according to one of three methods; foods thawed in refrigerator (preferred), sink method, microwave process or as part of the continuous cooking process
3220	Kitchen Equipment	Walls, counter tops, floors, cabinets and shelves in good repair; properly sealed without chips or cracks
		Walls, counter tops, floors, cabinets and shelves moisture resistant
		Walls, counter tops, floors, cabinets and shelves clean and sanitary condition
		Range properly vented
		Dishwashing procedures
		Hand-washing facilities available and adequate
		Refrigerator/freezer has sufficient space for proper storage and cooling of food
3230	Eating and Drinking Equipment	Individual eating utensils cleaned and sanitized between use and free from cracks or chips
		Developmentally appropriate
		Food served with gloves, tongs and spoons
		Drinking fountains inclined jet type
		Drinking fountains not located in restrooms

5. Care of Young Children		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
4010	Age	Infant(s) more than one month of age
4020	Nutritional Needs of Infants	Written policy to include:
		▪ Providing nutritional needs
		▪ Developmental stage guidelines used
4030	Bottle Preparation	Bottles prepared in a sanitary manner
		Bottles are not heated in a microwave
		Dedicated sink for bottle and food preparation or clean source of water

5. Care of Young Children (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
4040	Infant Formula and Food Storage	Bottles/food labeled with full name and date bottle was filled	
		Unserved bottles refrigerated when not in use	
		Contents of any bottle not consumed within an hour is discarded	
		Infant formula served within manufacturer's expiration date	
		Bottles nipples covered when not in use	
4050	Breast Milk Storage	Contents labeled and dated	
		Frozen breast milk stored at 10 F or less and thawed appropriately	
		Frozen breast milk stored no longer than two weeks in center	
4060	Cleaning and Sanitizing Bottles/Nipples	Clean and sanitize by wash in dishwasher or washing, rinsing, and boiling for one minute	
4070	Infant/Toddler Feeding	Infant/toddlers should be fed according to their need rather than an adult prescribed time	
		Hold infants for bottle feeding to prevent choking	
		Place infants who can sit in a high chair or appropriate child-sized table for feeding, staff sit facing the child during feeding	
		Use practices to prevent tooth decay	
4080	Toilet Training	Initiated with parents consultation being culturally sensitive with an established routine	
		Positive reinforcement without using food	
4090	Potty-Chairs	Located in an area designed for toileting on a floor that is moisture resistant and washable	
		Potty chair contents immediately emptied into a toilet	
		Potty chair and designated sink cleaned and sanitized after each use	
4100	Infant Sleep Equipment	No infants sleeping in infant swings, car seats, or similar equipment	
		Infant nap and sleeping equipment is approved	
		Bumper pads, quilts, pillows are not in use	
		Provide the appropriate fitted sheet for sleeping equipment	
		Equipment easily cleaned and sanitized without tears or tape	
		Cribs must be spaced a minimum of 30 inches apart	
		Bedding is appropriate and laundered at least weekly, as needed or before use with another child	
110-300-0291	Infant and Toddler Safe Sleep Practices	Actively supervise infant and toddler, visibly checking often and be within sight and hearing range when infant and toddler goes to sleep, is sleeping, or is waking up	
		Follow the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction	
		Place infant to sleep on his or her back. If infant turns over while sleeping, return infant to his or her back until the infant is able to independently roll from back to front and front to back	
		Allow infants and toddlers to follow their own sleep patterns in a room with sufficient lighting so child's skin color can be observed and breathing monitored	
		Not allow loose blankets, stuffed toys, pillows, crib bumpers and similar items inside occupied infant sleeping equipment, and not allow a blanket or other item to cover or drape over occupied infant sleeping equipment	

5. Care of Young Children (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
110-300-0291	Infant and Toddler Safe Sleep Practices (continued)	Not allow a blanket, bedding or clothing to cover any portion of an infant's or toddler's head or face while sleeping, and readjust these items when necessary	
		Prevent infants and toddlers from getting too warm while sleeping	
		Not use a sleep-positioning device unless required by a written directive or medical order from the infant's or toddler's health care provider. This directive or medical order must be in the child's file	
4120	Diaper Changing	Diaper changing table with barrier and area is impervious to moisture and cleanable	
		Diaper changing area cleaned and sanitized between children	
		Soiled diapers disposed of in hands-free covered containers	
		Diaper changing area adjacent to a handwashing sink	
4130	Nurse Consultant	If four or more infants, an infant nurse consultant is required with a written agreement in place	
4140	Change of Clothing	Extra clothing available for children who wet or soil their clothes	

6. Safety and Environment			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
5010	First Aid Supplies	First aid supplies adequate, available in center and in vehicles and conform with center policies	
		First aid supplies are appropriately stored and inaccessible to children	
5020	Safe Environment	Free from injury hazards included but not limited to: burns, drowning, choking, cuts, entrapments, falls, gun shots, hearing loss, objects falling, pinches, poisons, punctures, crushed, shocked, trapped or tripped	
		Child height handrails	
		Guardrails for stairs, elevated play areas	
		Electrical outlets protected with tamper-resistant receptacles or non-removable covers	
		Shielded light bulbs and tubes	
		Windows screened (if applicable)	
		Sleeping equipment or indoor climbing structures are not next to windows unless safety glass installed	
		Shielded heater (if applicable)	
		Portable heaters prohibited	
		Entrance/exit doors monitored	
		Telephone accessible to staff	
5030	Disaster Plan	Written disaster plan developed and implemented	
		Plan is annually reviewed and signed by director and staff	
		Plan is reviewed and signed by parents when children are enrolled	
		Monthly fire drill evacuation conducted and documented	
		Quarterly disaster drills conducted and documented	

6. Safety and Environment (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
5040	Clean and Sanitized Environment	Surfaces must be easily cleanable using approved cleaning solution according to cleaning schedule	
		Building, equipment and premises maintained in a clean and sanitary manner	
		Premises free from rodents, insects and other pests	
		Written policies must include cleaning and sanitizing procedures	
5050	Safe and Sanitary Water Activities	Pool inaccessible to children when not in use	
		Certified lifeguard and staff present when children use the pool	
		Hot tub, spa, small wading pools, whirlpools prohibited	
		Water tables and water play containers emptied and sanitized after each use	
5060	Storage of Maintenance and Janitorial Supplies	Toxic materials and cleaning supplies appropriately stored and inaccessible to children	
		Stored to comply with fire safety regulations	
		Floor surfaces moisture impervious and easily cleanable	
		Designated sink available for disposal of wastewater	
		Mop storage ventilated to outside	
5080	Sewage and Liquid Waste Disposal	Sewage system approved by health authorities	
5090	Fence	Safe and maintained in good repair; designed to prevent escaping, discourage climbing and prevent entrapment	
5100	Toilets, Hand-washing Sinks and Bathroom	Toilets vented to the outdoors	
		Flooring is moisture resistant and washable	
		One toilet and one adjacent hand-washing sink per 15 toilet using children at appropriate height	
		Urinals do not replace more than one third (1/3) of required toilets	
		Soap and toilet paper dispenser with constant supply of toilet paper available	
		Paper towels or drying device	
		Parent permission required to bathe children in appropriately equipped and supervised bathing facility which is inaccessible to children when not in use	
5110	Laundry	If doing laundry on or off site, it must be cleaned and rinsed	
		Laundry sanitized by temperature (140 degrees F) or department approved alternative method	
		Soiled laundry stored separately from clean items	
		Laundry is inaccessible to children and separate from kitchen and food preparation	
		Dryer vented to the outside	
5120	Sleep and Nap Equipment	Appropriate nap equipment clean and in good repair	
		Bedding is laundered weekly, as needed or before use by another child	
		Bedding is stored separately from bedding used by another child	
5140	Storage Space for Children	Accessible individual storage space available for each child's belongings	
5150	Facility Temperature	Room temperature at least 68F to 75F in the winter and 68F to 82F in the summer	
		Mechanical air cooling system or equivalent provided when temperatures exceed 82F	

6. Safety and Environment (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
5160	Pesticides	Comply with the licensing requirements of the Pesticide Application Act	
		A written copy of pesticide policy provided to parents that includes posting and notification requirements	
		Plan provided annually or on enrollment to parents	
5170	Animals	Parents notified in writing that animals are on the premises and of potential health risks	
		Post hand-washing signs in areas where pets are housed and ensure handwashing after handling animals	
		Adequate pet containers, cages and litter boxes are cleaned and sanitized as appropriate	
		Animals not present in infant and toddler rooms or in food preparation areas	
110-300-0148	Gardens in Program Space	Have safeguards to minimize risk of cross-contamination by animals	
		Garden bed materials are not made of wood treated with chromated copper arsenate, creosote or pentachlorophenol, reclaimed railroad ties, tires, or other materials that leach chemicals into soil	
		If gardening in raised beds, new soil labeled as organic from retail or gardening supply store is used	
		If gardening directly in ground, soil free from agricultural or industrial contaminants is used	
		Water that comes from public water system or private well approved by local health jurisdiction is used; irrigation water for gardens must be inaccessible to children	
		Herbicide or pesticide is not applied by children or during child care hours; manufacturer's directions followed including prescribed waiting period after application before allowing children to have access to garden	
		Actively supervise children when garden is accessible to children if commonplace toxic plants or plants with poisonous leaves (such as tomato, potato or rhubarb) are grown in garden	
110-300-0235	Safe Water Sources	Running cold and hot water available	
		Water test results for lead and copper from all fixtures used to obtain water for drinking, cooking and preparing food or infant formula; prior to licensing and then every six years	
		Water test results for coliform bacteria and nitrates of water from private well; prior to licensing and then every twelve months	
		Appropriate action taken when water source interrupted or contaminated, including notifying the department immediately	
110-300-0410	Program Location	Facility located on a site free from environmental hazards; prevent child exposure to lead based paint, plumbing fixtures containing lead or lead solders, asbestos, arsenic or lead or copper in soil and drinking water, toxic mold, and other identified toxins or hazards	
		Facility can be accessed by emergency, nonemergency and utilities vehicles	
		Legible address numbers on outside of building; plainly visible from street or road	
Window Blind Pull Cords RCW 43.216.380			
RCW	Window Blind Pull Cords	Window blind cords do not form a loop	

7. Agency Practices			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
6010	Discrimination	Center complies with state and federal nondiscrimination laws, including the Americans with Disabilities Act	
6020	Religious Activities	Respect the religious rights of children and center has policy describing religious policy and practices	
6030	American Indian Children	If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources and train staff	
6040	Child Abuse and Neglect	Immediate reporting of suspected child abuse, neglect, or exploitation and children are protected from child abuse and neglect as required in RCW 26.44.030	
6050	Prohibited Substances	No staff, parent or volunteer consumes or possess alcohol or illegal drugs on child care premises or during work hours	
		Staff, parents or volunteers must not smoke on child care premises or while supervising children	
6060	Unsupervised Access to Children in Care	Unsupervised access to children in care requirements met	

8. Records, Reporting and Posting			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
110-300-0465	Retaining Facility and Program Records	Must keep all required records for a minimum of 5 years	
		Records from the last 12 months stored in licensed space and immediately available for the department's or other state agency's review, including child records, staff records, and attendance records	
		Records older than 12 months made available to the department within 2 weeks	
7010	Children's Files	Confidential files on premises for each child in care that include:	
		▪ Registration information	
		▪ Health history/individual child care plan	
		▪ Medications given	
		▪ Authorizations	
		▪ Copies of illness or injury reports	
▪ Certificate of immunization status (CIS)			
7020	Immunizations	Track immunizations status and store confidentially	
7030	Attendance Records	Daily attendance record with signature on file	
7040	Licensing Information	Current child care center checklists, monitoring checklists and facility licensing compliance agreements kept on premises for parents to review	

8. Records, Reporting and Posting (continued)				
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted				
Section	Requirement	Code		
7050	Personnel Records and Policies	Employment application		
		Background check for all staff		
		Complete owner, staff and volunteer personnel records on premises		
		Written documentation of training and staff meetings to include:		
		▪ Staff orientation		
		▪ Ongoing training; including annual infant safe sleep if applicable		
		▪ Bloodborne pathogen training (including HIV/AIDS)		
		▪ CPR/First Aid		
		▪ Food handler card (if applicable)		
		▪ STARS training		
		▪ Staff meeting		
		▪ Child abuse, neglect and exploitation		
		▪ Tuberculosis (TB) testing		
	Written personnel policies including duties and qualifications of staff, and staff benefits if any (for centers employing five or more people)			
7060	Injury, Illness, Child Abuse and Neglect Immediate Reporting	Death, serious injury or illness is reported to parent, licensor and child social worker (verbal and written)		
		Suspected child abuse, neglect, endangerment or exploitation		
		Food poisoning or reportable contagious disease		
7070	Circumstantial Reporting	Change of address, location, space or telephone number		
		Change of ownership, chief executive, director, program supervisor		
		Change of number and age of children		
		Fire, major structural change or damage to premises		
		Plans for major remodeling		
7080	Required Posting	Child care center license		
		Duty hours with staff names, and operating hours		
		Typical activities schedule and meal times		
		Meal and snack menus		
		Fire safety record and evacuation plans including diagram of exit routes		
		Emergency telephone numbers		
		Nondiscrimination poster		
		Required postings for staff		
		▪ Hand-washing practices		
		▪ Diaper changing procedures		
		▪ Disaster preparedness plan		
			Written lesson plans (2010)	
			Center and health care policies and procedures (3010)	
	Notice to parents that copies of recent licensing checklists, monitoring checklists and compliance agreements for any deficiencies are available for review			

9. Summary, Comments and Recommendations:

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10. Signatures:

Compliance Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Licensee Signature:	Date:
Licensors Signature:	Date:
Health Specialist Signature:	Date: